

Tutorial – Inserting A Link To A PDF File Into An Article

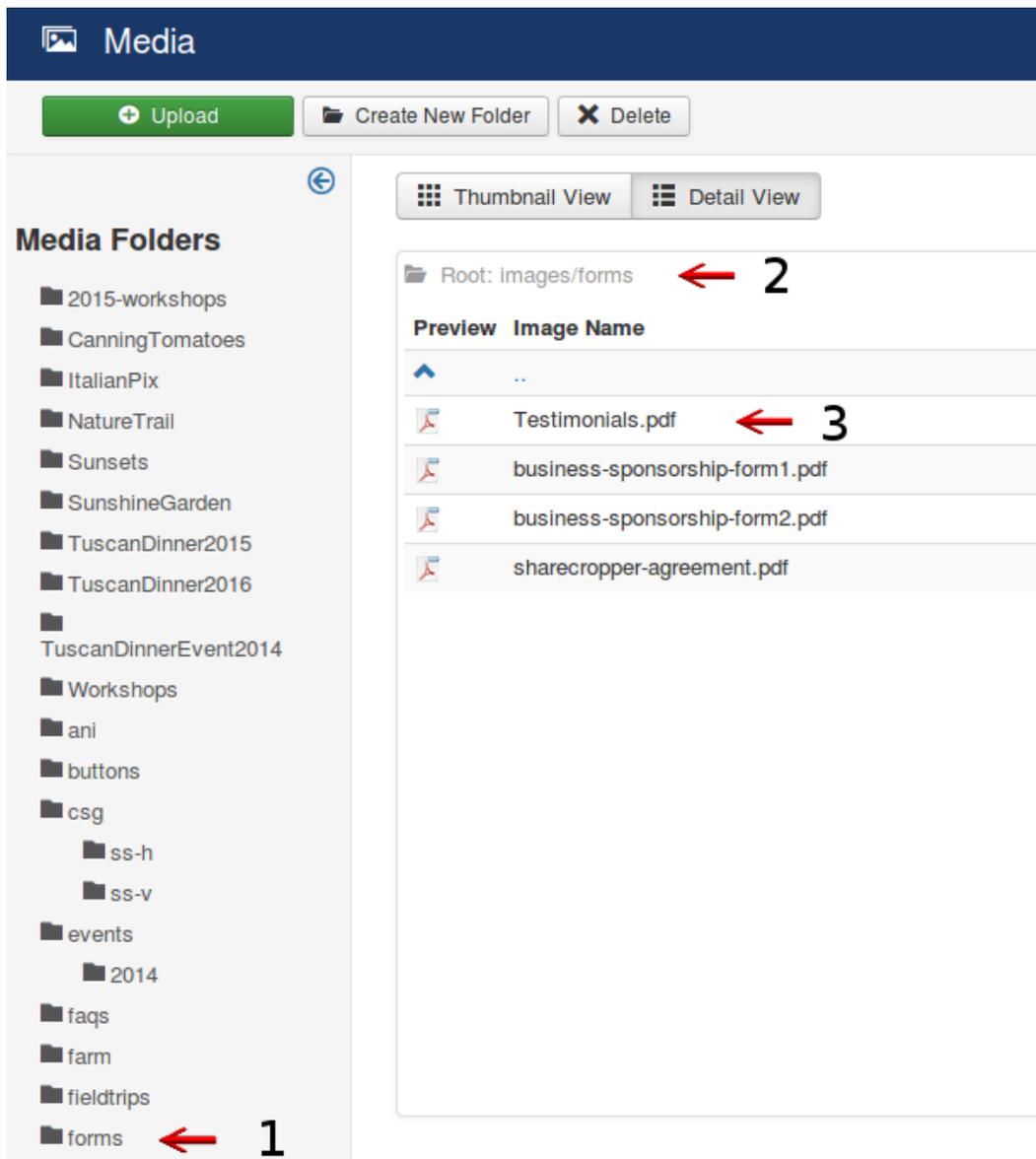
There are two ways to do this.

1. Upload the PDF to a folder on your site via the Media Manager prior to opening the article.
2. Open the article and upload the PDF within the Article Manager.

The first way allows you to visualize the path to the PDF in advance. The second allows you to upload the PDF but you can't see the exact link value easily.

This tutorial is based on the first method above.

Suppose you've uploaded a PDF named Testimonials.pdf to the “**form**” folder as shown here at numbers 1, 2 and 3 in the **Media Manager**. We are using the **Detail View** since it provides a listing. The **Thumbnail View** is a little more spread out. #1 shows the folder location (click on forms to go there). Once at that location, the following is an example of what may be there. #2 shows the path and #3 shows the actual file. You need to keep in mind the link value for this document as follows: The **Root** of the document (#2) plus the document file (#3) is the link: **images/forms/Testimonials.pdf**



Keep that link value because it is used in the next steps.

Open the article where you want to place the link. This is a demo article. Follow these steps to place the link in your article.

#1 Highlight the text that will represent your link. In this case we drag the mouse over the word **Testimonials** at #1 to create the highlight. Next click on the **link** icon at #2. (Red arrow) When you roll your mouse over it the tool will highlight **Insert/edit link**.

Articles: New

Save Save & Close Save & New Cancel

Title * Linking To A PDF File Alias Auto-g

Content Images and links Options Publishing Configure Edit Screen Permissions

File Edit Insert View Format Table Tools

B U S [List Icons] Formats Paragraph Font Family Font Sizes [List Icons]

[Link Icon] [Image Icon] [Code Icon] [Text Color Icon] [Background Color Icon] [Table Icon] [Subscript Icon] [Superscript Icon] [Link Icon] [Smiley Icon] [Image Icon] [Text Color Icon] [Background Color Icon] [Image Icon] [Image Icon] [Image Icon]

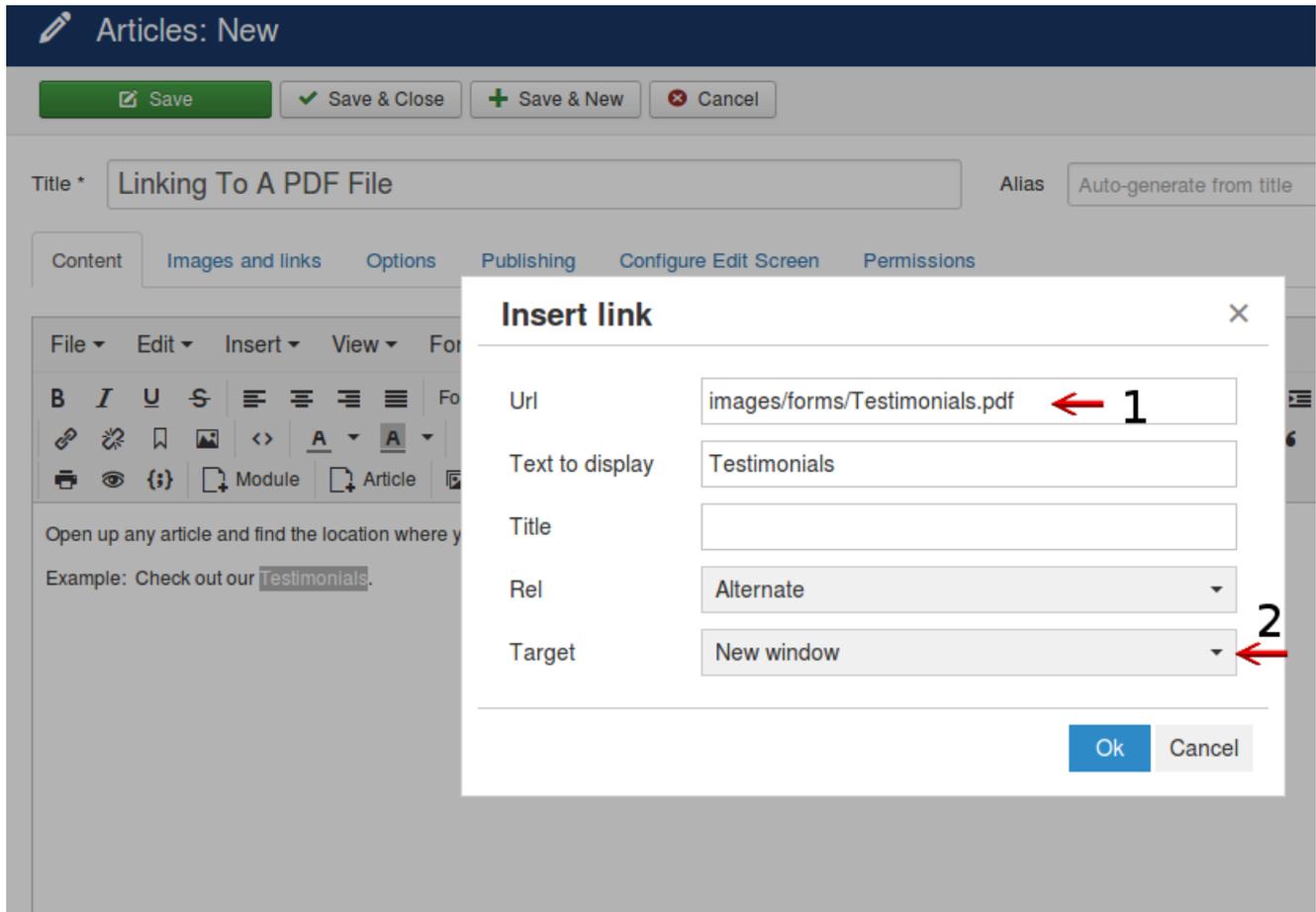
[Print Icon] [Eye Icon] [Code Icon] Module Article Image Page Break Read More

Open up any article and find the location where you want to have the link to a PDF document.

Example: Check out our Testimonials. ← 1

A popup box shown in the next image is provided.

Insert the path as determined in preceding section into the **Url** box as shown at #1 in the following figure. Click on the drop down **Target** entry and select **New Window**. Then click **Ok**. That's all there is to inserting a link to a PDF.



Save your article and go to the front end of the site and test the link to make sure that it works. If all is well, **Save & Close** your article.

If you had opened the article on the front end and used the article editor, you would do the same procedures, but it's not convenient if you don't know the exact link address to the PDF file. The Media Manager within the Article Manager will allow you to upload an image/photo, but there is no provision to upload a PDF file. When you select to upload an image and actually upload a PDF file, the PDF is uploaded, but you will not see it within the Article Manager editor window. It only shows you image/photo file names. (Eventhough you uploaded the PDF. It's there but you can't select it.)

Phil Schaming September 13, 2016 Version 1.0